

# MONTHLY VEHICLE PARKING RENTAL AGREEMENT

\_\_\_\_ New \_\_\_\_ Addition \_\_\_\_ Cancellation \_\_\_\_ Reinstatement \_\_\_\_ Change of Address/Name



222 East Main Street  
Norfolk, VA 23510

(757) 664-6222, voice  
(757) 664-6244, fax

## FOR OFFICE USE ONLY

Acct. No. \_\_\_\_\_

Pass No. \_\_\_\_\_

Name of Renter/ Responsible Party \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Employer / Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Parking Location \_\_\_\_\_ No. of Spaces \_\_\_\_\_ Monthly Rate Per Space \_\_\_\_\_ Effective Date \_\_\_\_\_

1. Parking space at the above location is available for rent only during the hours of operation posted at this location and on the 4<sup>th</sup> floor or above.
2. Monthly rate for rental of parking space is due and payable on the first (1<sup>st</sup>) day of each month, in advance. If the monthly rental charge is not paid when due, electronic garage access devices will be deactivated. If using a lot, a monthly parking decal will not be issued, and the vehicle will be ticketed accordingly. No deductions or allowance from the monthly parking rate will be made for days renter/responsible party does not use location. Renter/responsible party by entering into this rental agreement agrees that rental fees and charges shall continue to accrue for parking space(s) until actual written notice of relinquishment is received by the City of Norfolk and that neither possession of an electronic garage access device nor a decal shall determine actual usage by renter/responsible party. \_\_\_\_\_ (initial)
3. To receive full credit for terminated space rental, electronic garage access device and/or hangtag must be received by the 10<sup>th</sup> business day. To receive ½ month credit for terminated space rental, electronic garage access device and/or hangtag must be received by the 15<sup>th</sup> of the month.
4. The monthly parking identification hangtag (one per space rented) supplied by the Division of Parking must be displayed from the rearview mirror on every vehicle at all times while on the parking location. Prevailing daily parking rate will be charged when the sticker is not so displayed on the vehicle.
5. The City of Norfolk assumes no responsibility for vehicles left after the posted closing hour or for the contents thereof.
6. It is agreed that renter/responsible parties will not leave articles of personal property of any value whatsoever in the vehicle (including but not limited to cell phone, tape/CD player, whether installed or not), and renter/responsible party specifically agrees not to hold the City of Norfolk responsible for any damage resulting from the loss, theft or damage to articles of personal property left in the vehicles in violation of this agreement.
7. Parking location managers, cashiers and attendants are not authorized to make or allow any exceptions or changes to this agreement.
8. The City of Norfolk assumes no liability for theft, collision, fire or damage in any case, except through its own negligence, nor for damage or injuries occasioned by faulty brakes;
9. renter/responsible party's failure to set brakes properly or for improper vehicle maintenance by renter/responsible party.
9. In case of damage, renter/responsible party must report the incident / damage to a Parking Supervisor or Roving Patrol Officer to demand repairs, and upon demand, the City Attorney's office will investigate and determine City's liability. Failure to file an Incident Report shall constitute a waiver by renter/responsible party of its, his or her right to charge to the City of Norfolk for cost repairs.
10. In no case shall liability include anything for loss of use of a vehicle. Any damage or loss occurring while the vehicle is in the parking location must be reported before the vehicle is taken from the parking location and renter/responsible party hereby releases the City of Norfolk from liability or responsibility in connection with any damage or loss not so reported.
11. Renter/responsible party's parking arrangement calls for self-parking, thereby retaining possession of the keys. Renter/responsible party agrees to assume all responsibility for vehicle damage or theft thereof, and loss or theft of contents thereof, and renter/responsible party hereby releases the City of Norfolk, its agents, servants and employees from all liability and responsibility in connection therewith.
12. This agreement may be terminated by either party in writing upon thirty (30) days written notice or as dictated in conjunction with lease terms. \_\_\_\_\_ (initial)
13. If more than one (1) monthly automobile parking space is rented by a renter/responsible party, this agreement shall apply to all such automobile parking spaces rented by a renter/responsible party, and renter/responsible party agrees, that all of the terms and conditions of this agreement shall be binding upon renter/responsible party and all persons, firms, entities and others using said automobile parking spaces with renter/responsible party's permission.
14. A charge of \$35 will be made for each returned check.
15. A charge of \$5 will be made for replacement of all lost, stolen or damaged electronic proximity cards and/or hangtags. A charge of \$15 will be made for replacement of all lost, stolen or damaged electronic garage wands. The City of Norfolk reserves the right to increase these charges as approved by City authorities.
16. The City of Norfolk reserves the right to assess late fees, activation and reactivation fees as approved by City authorities.

Renter/responsible party acknowledges that he, she or it has read and understands the above Monthly Vehicle Parking Rental Agreement and agrees to and accepts all the terms and conditions thereof.

Name of Renter / Responsible Party \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_